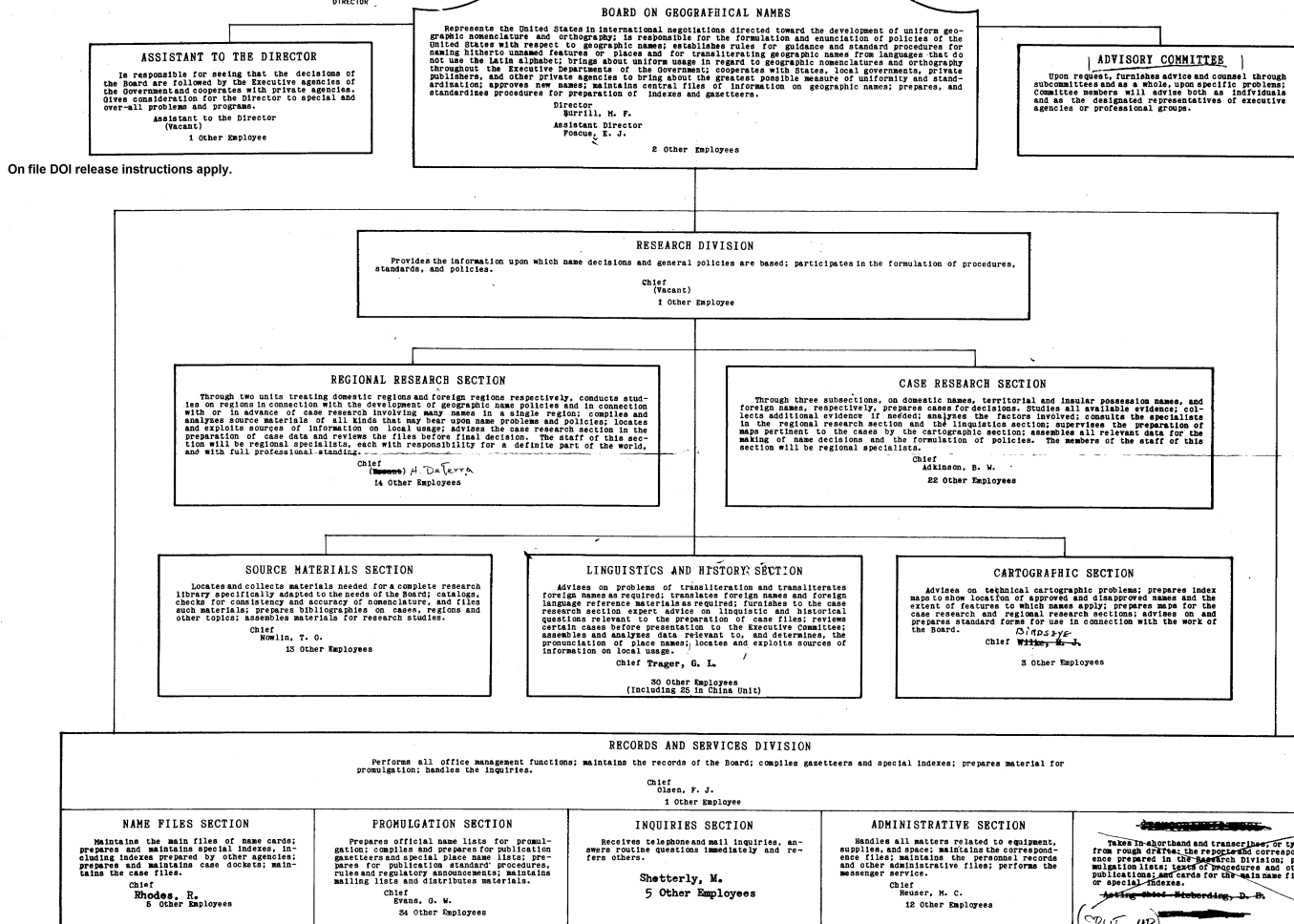


Organization and Functions as of August 15, 1963

U. S. BOARD ON GEOGRAPHICAL NAMES

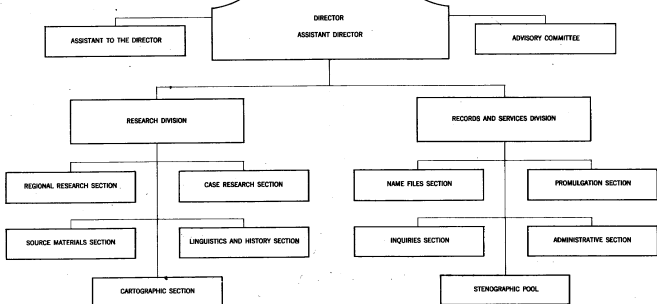
Herndell E. Burrill
DIRECTOR



FISCAL YEAR ENDING 1944
24-107

KEY CHART

UNITED STATES DEPARTMENT OF THE INTERIOR
BOARD OF GEOGRAPHICAL NAMES



FUNCTIONS

THE DIRECTOR DIRECTS AND SUPERVISES THE DESIGNATION OF OFFICIAL FORMS AND SPELLINGS OF GEOGRAPHICAL NAMES, THE FORMULATION AND PROMULGATION OF GEOGRAPHICAL NAME POLICIES, THE ESTABLISHMENT OF STANDARD RULES FOR TREATING FOREIGN NAMES, THE PREPARATION OF OFFICIAL GAZETTEERS AND SPECIAL LISTS OF GEOGRAPHICAL NAMES, AND THE ESTABLISHMENT AND MAINTENANCE OF CONTROL FILES OF INFORMATION ON GEOGRAPHICAL NAMES.

THE RESEARCH DIVISION PROVIDES THE INFORMATION UPON WHICH NAME DECISIONS AND GENERAL POLICIES ARE BASED; PARTICIPATES IN THE FORMULATION OF PROCEDURES, STANDARDS, AND POLICIES.

THE RECORDS AND SERVICES DIVISION PERFORMS ALL OFFICE MANAGEMENT FUNCTIONS; MAINTAINS THE RECORDS OF THE BOARD; COMPILES THE GAZETTEERS AND SPECIAL INDEXES; PREPARES MATERIAL FOR PROMULGATION; HANDLES THE INQUIRIES.

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